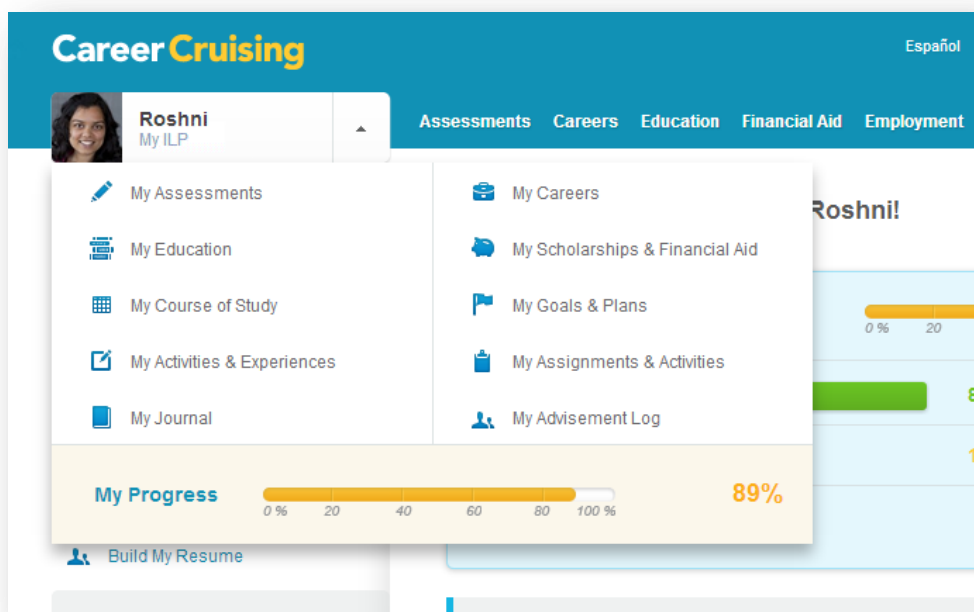


Components of the Student ILP

ILP HOMEPAGE

The ILP Homepage is the central point from which students can access all the features and functions available in the Individual Learning Plan (ILP).



My ILP Menu

MY ACCOUNT

From the My Account menu, students can review their personal profile, edit their contact information, or sign out of Career Cruising. Students' profiles include demographic data collected by the state Student Information System, parent data, and school information. Students can update some of their information and personalize their ILP by uploading a profile picture.

INBOX

Counselors, teachers, and administrators can send messages to students announcing events or reminders. The number of unread messages is embedded in the inbox icon. If students enter an email address in their personal profile, they will also receive an email copy of the message.

ILP MENU

Students can open the ILP menu near the top of the page to access any section of their ILP from anywhere in the program at any time.

MY ILP

In this section, students can access all the tools and features of their ILPs:

My Progress Status Bar – ILP Completion Standards clearly define objectives and expectations for students' ILPs. With the My Progress Status Bar, students can view the requirements and track their progress towards meeting those goals. Clicking on the **View Details** link takes students to a description of the completion criteria for their grade level and information on how to complete each section.

MY ASSESSMENTS

Matchmaker – Students can save and view their results from the Career Matchmaker interest inventory which asks them about their likes and dislikes in a variety of areas, such as working with children, being interested in law, and working outdoors. Students receive a list of 40 career suggestions ranked in order of suitability.

Students who have completed and saved multiple sessions of Career Matchmaker can indicate which result set is their Best Match. The Best Match result set is used in the printer-friendly version, reports and report-based messaging, and during guest views.

My Skills – The My Skills component of Career Matchmaker allows students to rate their skill level in 45 skill set areas. Once students have completed the assessment, icons indicating the level of skill suitability appear beside the career names on the Career Suggestions page. In this section of the ILP, students can compare their My Skills scores to their suggested careers.

Ability Profiler – Based on the O*Net Ability Profiler produced by the US Department of Labor/Employment and Training Administration, the online Ability Profiler helps students understand their abilities and how they relate to careers. The results are integrated with Career Matchmaker, which students must complete before they can take the Ability Profiler.

Learning Styles Inventory – Based on students' responses to a series of questions related to their personal preference, the Learning Styles Inventory helps students understand how they learn and retain information by identifying which learning style—visual, auditory, or tactile—or combination of learning styles they favor. Students who have completed and saved the results of the Learning Styles Inventory assessment can review their learning style profile in this section.

State Assessments – Kentucky Performance Rating for Educational Progress (KPREP) results will be integrated into the ILP each year when they become available.

Standardized Tests – Students' results from the ACT Explore and ACT Plan assessments taken through EPASS are imported into the ILP each year.

Other Assessments – Students can enter their results from a variety of career assessments and standardized tests.

MY CAREERS

My Saved Careers – Students can bookmark the careers that they might be interested in pursuing and keep notes about each career. If students have saved military careers to their ILP, they can also be found here.

My Saved Clusters – The National 16 Career Clusters have been integrated into Career Cruising in a number of ways. This section of the ILP allows students to indicate which career clusters are of interest to them and why. Clicking on the name of a cluster provides information about the cluster and links to career profiles within that cluster. Students can also view their suggested career clusters from their Career Matchmaker session.

Career Selector Results – The Career Selector tool allows students to find careers that meet a variety of important criteria, including level of education, core tasks, working conditions, and earnings. Students can view their saved Career Selector results here.

MY EDUCATION

My Saved Schools – Students can bookmark the colleges that offer the education and training they need to achieve their career goals and record their comments about each school.

My Saved Majors – Students can save college majors that interest them and record their thoughts about each major here.

School Selector Results – The School Selector tool allows students to find colleges that offer the education and training they need. The search criteria include location, admission difficulty, athletics, school size, majors offered, and other important factors. Students can save their search criteria to their ILPs and quickly retrieve their results.

Education History – Students can record their educational experiences in this section of their ILP. They can include schools attended, grade level completed, degrees awarded, dates attended, and any other information they think is important.

Learning Services – The Learning Services section of the ILP allows students to record details about learning programs that they participate in, both inside and outside of school. This could include gifted programs, limited English proficiency options, private tutoring, and other services.

Intervention Plan information entered through the School ILP Administration Tool is also displayed in the Learning Services section, including details on individual student interventions and school-wide intervention plans.

Students who have been identified as gifted and talented can review the details of their Gifted Student Service Plan in this section of the ILP.

MY SCHOLARSHIPS & FINANCIAL AID

My Saved Scholarships – Students can save scholarships and other financial aid programs such as grants and bursaries they may qualify for, and record their comments about each program.

Financial Aid Selector Results – The Financial Aid Selector helps students locate private financial aid programs for which they may be eligible. Students can access their saved results in this section of the ILP.

MY COURSE OF STUDY

The four-year Course of Study plan enables students to record the high school courses that they have taken, are taking now, or plan to take in the future, including expanded learning opportunities.

Graduation Requirements – Students can view graduation requirements as they plan their course selections. Schools can implement the Kentucky Minimum Graduation Requirements or they can add customized diploma program requirements.

Suggested Subjects – Students can find lists of suggested programs of study based on the careers they have saved to their ILP.

MY GOALS & PLANS

Career & Life Goals – This section allows students to record and reflect on their short and long term goals.

Post-Secondary Plan – This section allows students to use the results of their career and education exploration to create a plan for their post-high school education. Students are asked to prioritize their career and education interests as well as start thinking about how they plan to pay for their education.

Career Planning Activities – Students can document the career planning and development activities in which they have participated, including job shadowing, career or college fairs, internships, and co-op placements.

MY ACTIVITIES & EXPERIENCES

Organizations & Activities – In the Organizations & Activities section, students can record details about the structured activities and organizations in which they participate.

Hobbies & Interests – The Hobbies & Interests section allows students to detail the informal or independent activities that they enjoy.

Skills & Abilities – The Skills & Abilities section allows students to list the skills and abilities they possess and record their comments.

Awards & Certificates – In this section, students can list the awards, certificates, and recognitions that they have received.

Community Service – Students can document their community service learning experiences, including the number of hours they have completed and the name of their reference or supervisor. Related files, such as a letter of reference or timesheets, can be uploaded and linked to particular records.

Work Experience – This section allows students to maintain a record of their work experiences, including related files.

MY ASSIGNMENTS & ACTIVITIES

The My Assignments & Activities link allows students to view the activities that advisors have assigned to them. Students click on an assignment name to view details about the activity and to upload related documents from their computer or from the My Documents section of the ILP.

MY JOURNAL

My Journal allows students to keep an ongoing log of their reflections on their career goals and plans.

MY ADVISEMENT LOG

Advisors and counselors can create an Advisement Log for each student to track his or her advisement program over time. Students can view their Advisement Log, but they cannot add or edit entries.

IMPORTANT DOCUMENTS

Documents and forms (such as handbooks, assignments, and permission slips) that schools have uploaded to students' ILPs appear in this section of the ILP Homepage.

SUGGESTED LINKS

Schools and districts can make links to online career, education, community, or reference resources available to students directly through the ILP tool. Links will appear on students' ILP Homepages.

MY LINKS

Students can add their own links to resources that they would like to include on their ILP Homepages.

MY DOCUMENTS

The My Documents section on the ILP Homepage allows students to store files such as essays and presentations, letters of reference, and scanned artwork.

Career Cruising Español Help My Account Search

Roshni P. My ILP Assessments Careers Education Financial Aid Employment

My ILP Build My Resume Share My Plan Print My Plan

Roshni P.
Northwest High School
Kentucky
[Edit Profile](#)

My Progress 80%

[View Details](#)

My Assessments

Matchmaker & My Skills
Answer questions about your likes and dislikes to find careers that match up with your interests.
Grade 11 (autumn)
Updated: Aug. 7, 2013
January 2013
Updated: Jan. 28, 2013
[Career Matchmaker](#)

Ability Profiler
Learn more about your abilities and see how your abilities compare to those used in careers that interest you.
[View More](#)

Learning Styles Inventory
Learn more about your abilities and see how your abilities compare to those used in careers that interest you.
[Learning Styles Inventory](#)

My Saved Careers
Chef
Communications Specialist
[View More](#)

My Saved Schools
University of Kentucky
[View All Schools](#)

My Saved Majors
Bookmark the majors that interest you and record your thoughts about each. When you find a major that interests you click on "Save to My ILP".
[Find Majors](#)

My Journal
My Journal allows you to reflect on your career and education plans.
Steps to becoming a chef
Aug. 20, 2013
[View More](#)

Suggested Links
[CollegeWeekLive](#)

My Links
[Kentucky State University](#) [+ Add](#)

My Documents
[+ Upload a File](#)
User Guide
July 17, 2013
[View More](#)

KHEAA
Kentucky Higher Education Assistance Authority
Discover how you learn and retain information and find tips on how to improve your study habits to suit your learning style.
[Visit KHEAA.com](#)

KYTranscript.org
Kentucky Transcript Exchange
Through the Kentucky Transcript Exchange, you can request your official high school transcript be sent to the college or universities of your choice.
[Visit KYTranscript.org](#)

My ILP Homepage

SHARE MY ILP

Share My ILP with Parents/Guardians – Students can read the comments that their parents or guardians have added to their ILPs through their parent ILP account.

Share My ILP with Others – Students can invite other individuals to view selected sections of their ILP. This option can be used to share the ILP with college admissions offices, organizations offering scholarships, or potential employers.

Using the School ILP Administration Tool (SIAT), administrators, counselors, and teachers can enter special contacts to make it easy for students to send invitations to common recipients, such as local colleges or organizations offering co-op placements.

This section also lists the people students have invited to view their ILP, the dates on which guests viewed their ILP, and the comments guests have recorded.

PRINT MY ILP

Students can select which sections of My ILP and My Journal they would like to include in a printer-friendly report and print by clicking on the blue Print Report button.

ANNUAL ILP SURVEY

The Annual ILP Survey includes 16 to 18 questions about students' educational experiences for the year. Surveys are answered anonymously; however, students cannot access the survey until the Annual ILP Review has been completed. Once an advisor has marked the Review as complete, a button to access the survey and a reminder message will appear when students sign in to their ILPs. The survey is included in the ILP Completion Standards.

BUILD MY RESUME

The Resume Builder takes information students have already entered in their ILPs and helps them create a customized resume.

Career Cruising Español Help My Account Search

Roshni My ILP Assessments Careers Education Financial Aid Employment

My ILP Build My Resume Share My Plan Print My Plan

Build My Resume My Progress 0% 20 40 60 80 100% 80%

Getting Started
To help create your resume, any information stored in your ILP that may be useful for resume creation is automatically shared with the Resume Builder.

Edit Your Resume
Use the arrows to reveal content for the section headings to the right. If you choose to edit the content, the changes will occur, and be saved, in My ILP section and updated in your resume.

Select Sections to Include Format & Print

Section	Options
▼ Career Objectives	<input checked="" type="checkbox"/> Add to Resume
▼ Educational History	<input checked="" type="checkbox"/> Add to Resume
▼ Work Experience	<input checked="" type="checkbox"/> Add to Resume
▼ Community Service	<input checked="" type="checkbox"/> Add to Resume
▼ Awards & Certificates	<input checked="" type="checkbox"/> Add to Resume
▼ Organizations & Activities	<input checked="" type="checkbox"/> Add to Resume <input type="checkbox"/> Include Comments
▼ Hobbies & Interests	<input checked="" type="checkbox"/> Add to Resume <input type="checkbox"/> Include Comments
▼ Skills & Abilities	<input checked="" type="checkbox"/> Add to Resume <input type="checkbox"/> Include Comments
▼ Additional Information	<input checked="" type="checkbox"/> Add to Resume

References
+ Add a reference

Reference

Resume Builder

Career Objective – Here students can enter their own career objective statements.

Educational History – The information in this section comes from the educational history details, including schools attended and credentials earned, that students have added to the My Education section of their ILP.

Work Experience – The information in this section comes from the work experiences that students record in the My Activities & Experiences section of their ILP.

Community Service– The information in this section comes from the service learning experiences that students record in the My Activities & Experiences section of their ILP.

Awards & Certificates – Awards and recognitions that students have entered into the My Activities & Experiences section of the ILP appear in this section of the Resume Builder.

Organizations & Activities – The information in this section comes from the My Activities & Experiences section of the ILP.

Hobbies & Interests – Any hobbies or interests that students included in the My Activities & Experiences section of the ILP appear in this section of the Resume Builder.

Skills & Abilities – The information in this section comes from the My Activities & Experiences section of students' ILPs.

Additional Information – Students can use this field to enter any additional information they would like to include in their resumes.

References – In this section of the Resume Builder, students can add the names and contact information for any references they'd like to provide to potential employers. The names of references are not included in students' resumes; they appear on a separate printable references sheet.

Format & Print – After students have entered all of the information they want to include in their resume, they can quickly format the document by clicking on the Format & Print button. Students can choose from a variety of styles and select the order in which the sections appear, allowing them to create chronological, functional, or combined format resumes.

Students' resumes and accompanying references sheets can be printed from a web browser or exported as a Word, text, or html file.